

WESTLAKE PORTER PUBLIC LIBRARY

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JOB DESCRIPTION

JOB TITLE: Senior Human Resource Manager

JOB CLASSIFICATION: Grade 410, Senior Manager, Exempt

HOURS: Full-time (40 hours). Normal hours will be daytime. However, evening and weekend hours may be required and the Sr. HR Manager hours are on an “as needed” basis. Required to adapt to future schedule changes, depending on departmental and library-wide needs.

JOB REQUIREMENTS:

Education/Experience

Masters Degree in Business Administration or related field. Minimum 5 years human resource management experience, preferably in the public sector. PHR certification preferred.

Knowledge/Skills

Requires knowledge of Human Resources principles, theories and concepts, command of Ohio and federal employment law and trends. Requires high level of comfort with computers including Word, Excel, PowerPoint and Publisher. software. High ethical standards and confidentiality with personnel information are essential. Excellent administrative skills, including the ability to monitor, evaluate, and provide continuous feedback required. Ability to coach, train, and mentor staff development is essential. Strong written, verbal, customer service and interpersonal skills needed. Flexibility along with good-humored, customer focused, change and team oriented skills is a must.

Working Conditions

Work primarily inside the library. Required to attend meetings or training sessions outside the library as requested and needed.

REPORTS TO: Director

SUPERVISES: None

BRIEF JOB DESCRIPTION

BASIC SUMMARY:

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as a premier knowledge provider, a family activity center, and Westlake's information and community commons. **This position helps support the mission by ensuring compliance with employment law while directing the human resources function for the library.**

DETAILED JOB DUTIES: (Essential duties = 1 - 10)**1. HR ADMINISTRATION**

Supports the overall mission as well as Board and administrative priorities and policies of the library. Performs administrative duties in a timely, accurate, and quality fashion. This includes completing regular statistical and narrative reports; fulfilling planning responsibilities; submitting budget needs requests and implementing expenditures in an efficient and accountable manner; serving as a team leader, with a library-wide perspective; and using objective analytical, problem-solving, and consensus-building skills to contribute to decisions affecting all staff.

2. ORGANIZATIONAL DEVELOPMENT

Assists the director with organizational development initiatives including: reviewing and recommending organizational changes, succession planning, team building and change management. Updates and maintains employee job description program.

3. RECRUITMENT AND SELECTION

Administers recruitment and selection process.

4. BENEFIT ADMINISTRATION

Coordinates all employee benefit programs including: health, welfare, wellness, retirement and workers compensation programs. Responsible for annual review of vendors. Serves as main point of contact for employee questions. Prepares and distributes Benefits Statements.

5. PERSONNEL POLICY DEVELOPMENT

Updates and maintains Personnel Manual by monitoring and reviewing internal and external developments. Reviews, recommends and implements personnel policies and procedures changes.

6. TRAINING AND DEVELOPMENT

Develops and directs new employee orientation programs. Responsible for updating and maintaining the Orientation Manual. Researches and coordinates outside training sources and conducts internal training programs including core training and supervisory skills training programs. Oversees the annual staff team selection process. Oversees the Staff Development Team.

7. COMPLIANCE

Keeps abreast of and ensures compliance with federal and state employment laws, court decisions, and trends affecting personnel policies and procedures (FLSA, FMLA, COBRA, ADA, OSHA, etc.). Maintains information and files necessary for compliance.

8. INTERNAL COMMUNICATION

Responsible for internal communication initiatives to maintain open communication lines among departments and individual staff members. Develops and implements internal communications programs.

9. COMPENSATION AND PERFORMANCE MANAGEMENT

Manages the library's compensation and performance management systems. Monitors and evaluates systems and trends.

10. EMPLOYEE RELATIONS

Coaches, trains and mentors supervisors on dealing with staff performance issues.

11. PROFESSIONAL DEVELOPMENT

Maintains awareness of developments and trends in profession through meetings, conferences, professional literature, and organizational memberships, advising Director, Assistant Directors and Managers as needed.

12. CUSTOMER SERVICE

Ensures provision of polite, attentive, exuberant customer service to other departments and the public as needed. Models and reinforces excellent customer service skills.

13. MANAGEMENT AND LEADERSHIP

Ensures adequate and accurate communication of library projects and priorities within the department. Encourages enthusiasm and facilitates input and innovation from all staff. Performs miscellaneous related additional duties as needed by the library and assigned by the supervisor.

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PHYSICAL DEMANDS CHECKLIST

Job Title: Human Resource Manager

Date: February 15, 2002

PHYSICAL STRENGTH FACTORS:

Does this job require:

- Lifting, Pushing, Pulling, Carrying, Reaching, Gripping. Each with Yes/No checkboxes.

If Yes, list maximum weight: 20#

If Yes, What is maximum reach: _____

Does job require reaching above shoulders? Yes/No checkboxes.

Does job require reaching to floor level? Yes/No checkboxes.

PHYSICAL MOBILITY FACTORS:

- Throwing, Sitting, Standing, Walking, Climbing, Stooping/Bending, Crouching, Kneeling, Crawling, Twisting, Balancing. Each with Yes/No checkboxes.

SENSORY/PERCEPTUAL FACTORS:

Hearing:

- Conversation, Sounds. Each with Yes/No checkboxes.

Vision:

- Far, Near, Color, Depth. Each with Yes/No checkboxes.

Perception:

- Spatial, Form, Feeling. Each with Yes/No checkboxes.

WORK ENVIRONMENT:

- Inside Work, Outside Work, Hot/Cold, Fumes. Each with Yes/No checkboxes.

- Traveling, Working Alone, Working in a Group, Interact with public. Each with Yes/No checkboxes.

Hazards:

- Machines, Electrical, Sharp tools, Slippery floors, Congestion, Heat/cold, Dust/vapor. Each with Yes/No checkboxes.

Operate:

- Equipment, Telephone, Computer. Each with Yes/No checkboxes.

ACCESSIBILITY FACTORS:

- Doors, Aisles, Tables. Each with Yes/No checkboxes.

- Bathrooms Public, Drinking Fountain, Parking. Each with Yes/No checkboxes.

Telephones Yes No Staff Room Y